Congregation Shaarey Tikvah Youth Advisor (USY/Kadima)

Job Description

The Youth Advisor at Shaarey Tikvah will take responsibility for both the senior USY youth group and the Kadima youth group serving the needs of the youth population grades 5-12.

Responsibilities will include:

**Mentoring and Leadership development**

* Work closely with the synagogue leadership and staff, the Youth Commission and, mostly importantly, the members and leadership of the congregation’s USY and Kadima chapter to meet the goals and expectations of this position
* Meet with the USY board and executive board at least 2 times a month to mentor and advise the teens as they grow in their leadership roles, or to work with them to plan and execute programs each month
* Meet with and mentor the Kadima youth group members at least once a month to help them grow as a group and work toward leadership responsibilities and a transition to the USY chapter

**Events and Event Planning**

* Create year-long youth calendar in consult with the synagogue staff and calendar
* Work with USYers to plan and implement programs for both USY and Kadima (2-3 per year planned by USYers for Kadima)
* Attend all USY meetings and events (generally 2 meetings a month and 1 event plus 1 informal evening at the synagogue)
* Attend all Youth Commission meetings (generally 4-6 per year)
* Chaperone all USY events, both in town programs and out of town conventions and/or find appropriate chaperones for conventions
* Plan and implement (or find suitable chaperones) for a minimum of 8 Kadima events/programs throughout the year (one per month)
* Plan and implement fundraising opportunities to both increase programming and teach members about non-for-profit work
* Oversee registration, publicize programs in a timely manner, and arrange transportation for all programs and conventions
* Work with other USY/Kadima advisors to plan collaborative programs

**Additional Responsibilities**

* Direct contact with the regional office of USY to submit all forms and payment and for advice when necessary
* Take responsibility for membership recruitment and retention for USY and Kadima
* Manage and oversee the finances of both chapters
* Primary contact for parents
* Maintain a useful and workable database of participants and use social media (Facebook, Twitter, Instagram….) and other tools to communicate with the kids and parents.
* Write a monthly column for the synagogue newsletter
* Organize parent volunteers who will both support the youth groups and can help chaperone and execute programs
* Share love for Jewish life with the USYers and Kadimaniks while serving as an appropriate role model

The Youth Advisor will report directly to the Rabbi and work closely with the Youth Commission for supervision and direction.